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7 April 1951

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TO: AD/SO
FROM: Director of Training
SUBJECT: CIA Training.

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1. The relationship of the CIA Office of Training to the training needs and requirements of the overt offices is clearly defined in CIA regulations. CIA Regulation [REDACTED] Page 42, dated 19 January 1951, states:

"The Director of Training is in charge of developing and directing all Agency training programs.

"The Director of Training shall supervise and/or conduct all Agency training programs"

2. It is recognized that the above Regulations may warrant different interpretation in respect to the covert offices than that which has been applied to the overt offices.

3. In view of above existing regulations and recent verbal instructions from the DCI, an attempt is hereby made to define the over-all Agency responsibilities of the Office of Training:

- a. Training is a staff function of the Office of DCI.
- b. The Director of Training is a member of the staff of DCI.
- c. The Office of Training is staff in all operations throughout CIA and in liaison relations with other

training activities utilized by or operationally involved in the training programs of CIA.

- d. The Director of Training is responsible for the organization, operation (overt only), and supervision of all training activities of CIA. In fulfilling his responsibilities he will function as the staff representative of DCI.
- e. The Director of Training shall formulate the basic policy of training in CIA for the approval of DCI. Where appropriate and necessary, DCI will issue directives from his office to initiate or support training programs.
- f. Every effort shall be made to avoid duplication of training facilities within the Agency, but it is expected that there will be justification for certain training activities that must be maintained virtually under separate auspices because of the sensitiveness of the operations concerned. With such training activities, the Director of Training shall maintain a supervisory relationship at the top operating level.
- g. The Director of Training shall report periodically to DCI on the status of each training activity throughout the Agency.

4. Your comments and recommendations are respectfully requested with particular reference on the relationship between my office and TRD/SO.

MATTHEW BAIRD

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